

***New Gloucester Water District***  
**Monday, November 5, 2018, 5:00PM**  
**Minutes**  
**New Gloucester Meetinghouse**

1. Call to Order: Dan Bannon, Vaughn A. Hardesty, Norm Chamberlain and Lori-Anne Wilson in attendance.
2. Approval of October 10, 2018 Minutes: Moved by Dan Bannon, second by Vaughn A. Hardesty, approved unanimously.
3. Operations Warrant & Financials:
  - a. Approval of November 5, 2018 Warrant: Moved by Dan Bannon, second by Vaughn A. Hardesty, approved unanimously.
  - b. Invoices were sent out on October 22<sup>nd</sup> and will be due on November 26<sup>th</sup>, due to the holiday..
4. Operations:
  - a. Operations Update: Dan reported that he spoke with Mike Broadbent and that everything is working properly.
  - b. The chlorine tube has been replaced using the last one in stock, the diaphragm was replaced too, using the last one. Mike will get pricing on replacements and let us know.
  - c. AWSO has offered to provide NGWD with SCADA support and meter readings per the October 10 memo from AWSO. Moved by Norm Chamberlain, second by Vaughn A. Hardesty, approved unanimously.
  - d. The Operations Contract with Planet Wastewater was discussed and several revisions were noted. Dan will revise and Norm will review prior to sending to Planet Wastewater, who will return signed copies back prior to the December Trustees meeting.
5. Other items
  - a. A capacity to serve request was received for the Cummings Subdivision in Upper Village. This was discussed and approved by the Trustees. No action was taken on a procedure for future requests.
  - b. The 2019 budget was reviewed and discussed, including moving money to Capital Reserve. The budget will need to be voted on at the December meeting.

- c. Vulnerability Assessment and Emergency Response Plan: Dan found ERP standard format on the Maine Drinking Water program web site. Vaughn will update the plan and check on a Vulnerability Assessment form, as well.
  - d. Fire Department Hydrant Training: Dan asked Mike Broadbent, who said it hadn't been scheduled yet. NGFR thought they didn't need it, but would be open to the training. Mike will schedule.
  - e. Pump Station Propane: Mike said the tank was at about 50%. Lori-Anne will order the tanks filled and mike will have the tanks checked and notify the Trustees if they fall below 50%.
6. The next regularly scheduled meeting will be Monday, December 3, 2018 at 5:00 PM.
7. Motion to adjourn, Dan Bannon, second Vaughn A. Hardesty, approved unanimously.